

**PANDUAN DAN ARAHAN *OPEN BOOK EXAM* KEPADA PELAJAR PROGRAM ASASI UTM
SEMESTER I SESI 2020/2021**

Berikut merupakan panduan dan arahan kepada semua pelajar Program Asasi bagi pelaksanaan *Open Book Home Exam*. Pelajar dikehendaki mematuhi panduan dan arahan yang dikeluarkan ini.

1. *Open Book Exam*

Pelajar boleh menjawab soalan dengan merujuk kepada sumber seperti nota kuliah, buku, internet atau mana - mana sumber yang mungkin berguna. Peperiksaan ini dijalankan secara *offline* atau bukan secara atas talian.

2. Tempoh masa peperiksaan

Tempoh masa yang diberikan untuk *Open Book Exam* adalah seperti berikut:

- a) Kursus 2 kredit = 3 jam
2 jam (tempoh sebenar peperiksaan) + 1 jam (masa tambahan)
- b) Kursus 4 kredit = 4 jam
3 jam (tempoh sebenar peperiksaan) + 1 jam (masa tambahan)

Masa tambahan 1 jam diberikan sebagai persediaan supaya pelajar dapat menghantar kertas jawapan dalam tempoh masa peperiksaan mengikut kursus masing – masing menggunakan kaedah atas talian (sama ada sebahagian atau sepenuhnya) melalui *BlackBoard/Email/Whatsapp* atau kaedah-kaedah lain yang bersesuaian dengan pelajar.

3. Alatan yang diperlukan semasa peperiksaan berlangsung

- a) Buku jawapan adalah kertas bersaiz A4 (atau lain - lain kertas dengan persetujuan bersama pensyarah masing - masing).
- b) Dekstop / Laptop / telefon pintar / lain - lain peranti dan internet untuk tujuan penyerahan kertas jawapan kepada pensyarah. Untuk makluman, internet hanya diperlukan untuk tujuan menerima kertas soalan dan menghantar buku / kertas jawapan sahaja.
- c) Alat tulis
- d) Kalkulator
- e) Buku, nota kuliah, akta / standard dan lain - lain yang berkaitan dengan kursus masing - masing sebagai rujukan
- f) Kertas graf dan lain - lain keperluan yang dimaklumkan oleh pensyarah masing-masing.

4. Buku Jawapan

- a) Tulis Nama, No Matrik, No Kad Pengenalan, Kod Kursus, Nama Kursus, Seksyen dan Nama Pensyarah di penjuru atas kiri kertas jawapan.
- b) Setiap helai kertas jawapan mesti ditulis nombor muka surat pada bahagian bawah penjuru kanan.
- c) Jawapan hendaklah ditulis tangan (*handwriting*), kemas dan jelas menggunakan huruf cerai.

5. Penerimaan Kertas Soalan

- a) Pelajar akan menerima kertas soalan melalui *BlackBoard / Email / Whatsapp* lain -lain medium dalam tempoh 30 minit sebelum peperiksaan bermula.
- b) Sekiranya tiada penerimaan soalan atau terdapat sebarang permasalahan, pelajar perlu menghubungi dan memaklumkan kepada pensyarah dengan segera.
- c) Pelajar dikehendaki memastikan kod kursus kertas soalan yang diterima adalah betul dan lengkap.

6. Penghantaran Buku Jawapan

- a) Pelajar dikehendaki menghantar buku jawapan kepada pensyarah masing – masing menggunakan kaedah atas talian (sama ada sebahagian atau sepenuhnya) melalui *BlackBoard / Email / Whatsapp* atau kaedah-kaedah lain yang bersesuaian dengan pelajar dalam tempoh masa yang dinyatakan dalam **Perkara 2**.
- b) Untuk penghantaran, buku / kertas jawapan hendaklah dalam bentuk PDF (atau lain - lain bentuk yang dipersetujui oleh pensyarah masing - masing) yang lengkap dan dinamakan seperti berikut *noic/passport_sec_coursecode*
Contoh: 002209035716_12_FSPC0034
- c) Cara untuk menukarkan buku jawapan kepada fail PDF dinyatakan dalam **Manual: Cara Install dan Penggunaan Scanner Pada Telefon Pintar** di muka surat 3. Walaubagaimanapun pelajar boleh mencuba aplikasi *Scanner* selain *CamScanner*. Senarai aplikasi untuk *scanner mobile* bagi *IOS* dan *Android* boleh dirujuk di pautan <https://pdf.wondershare.com/mobile-app/free-pdf-scanner-app.html>
- d) Pada tajuk email perlu diletakkan tajuk **Kod Kursus, Seksyen dan Nama Pensyarah**.
- e) Penghantaran sekali sahaja diterima.
- f) Pastikan fail buku jawapan disimpan oleh pelajar sehingga keputusan dikeluarkan.

7. Kenyataan Penafian

Open Book Exam yang dibuat oleh pelajar merupakan tugas yang perlu disiapkan secara individu dan bukan secara berkumpulan. Pelajar yang dikesan meniru atau plagiat dalam tugas yang diberi akan diberikan markah sifar (0) dan tindakan disiplin boleh diambil seperti yang dinyatakan dalam Perkara 1.3.1 Buku Peraturan Akademik Asasi Edisi Pertama 2018 dan Kaedah Tatatertib Universiti.

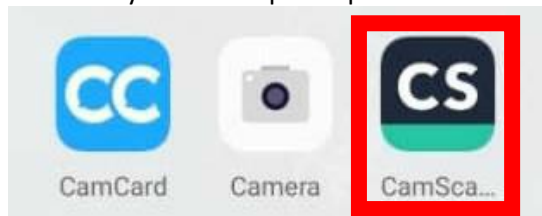
Sebarang persoalan pelajar boleh menghubungi pensyarah masing - masing atau email kepada foundation@utmpace.edu.my

MANUAL: CARA INSTALL DAN PENGGUNAAN SCANNER PADA TELEFON PINTAR

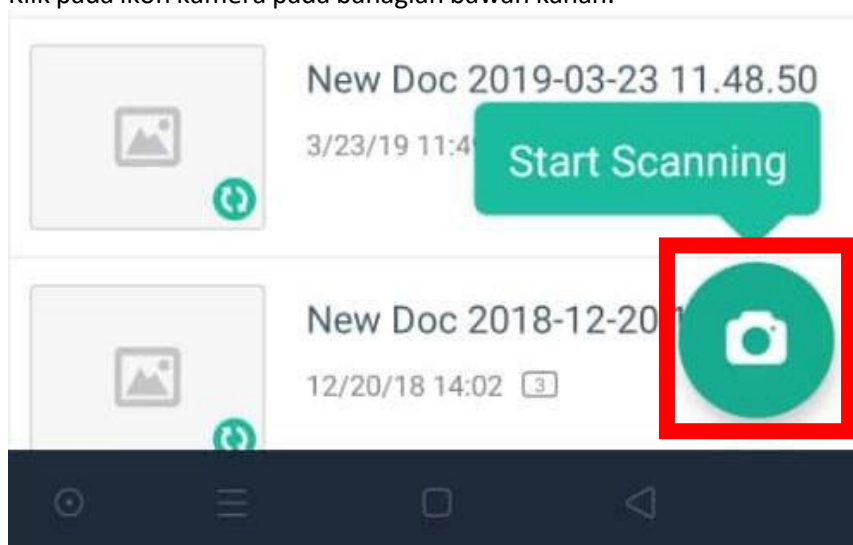
1. Cari aplikasi *CamScanner* di *Playstore/Apps store* dan *install*.



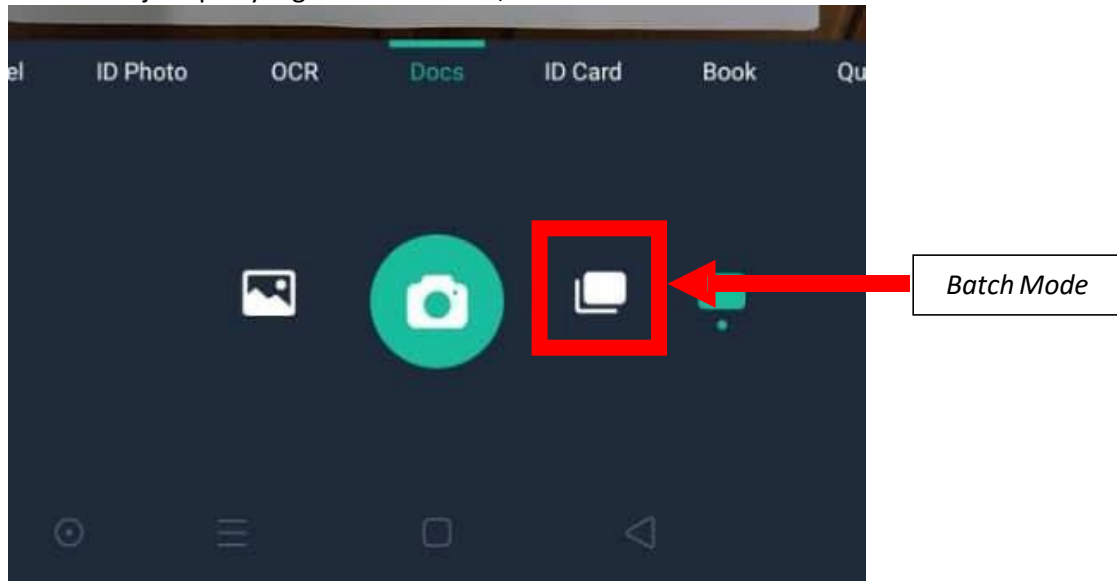
2. Klik sebanyak dua kali pada aplikasi *CamScanner*.



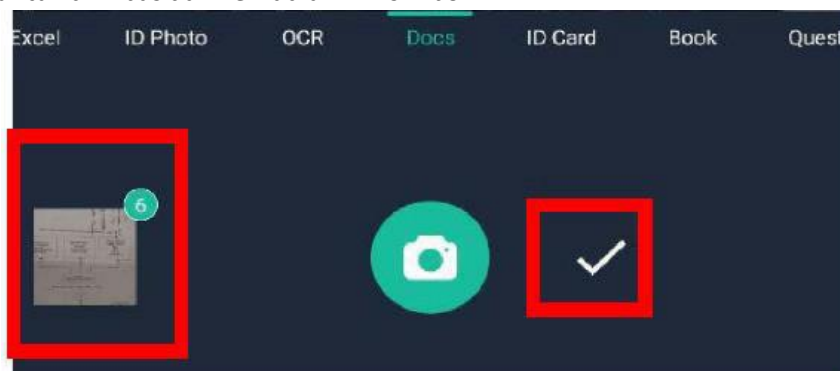
3. Klik pada ikon kamera pada bagian bawah kanan.



- Pilih kertas jawapan yang hendak diimbas, klik ikon kamera dan kemudian klik *Batch Mode*.



- Klik ikon kamera sehingga semua kertas jawapan (mengikut susunan muka surat) yang hendak diimbas telah muncul. Contoh di bawah adalah 6 muka surat kertas jawapan yang telah sedia untuk diimbas dan kemudian klik simbol v.



Nota:

Pastikan pelajar mengimbas kertas jawapan dengan jelas, mudah dibaca, muka surat penuh dan dalam keadaan kemas.

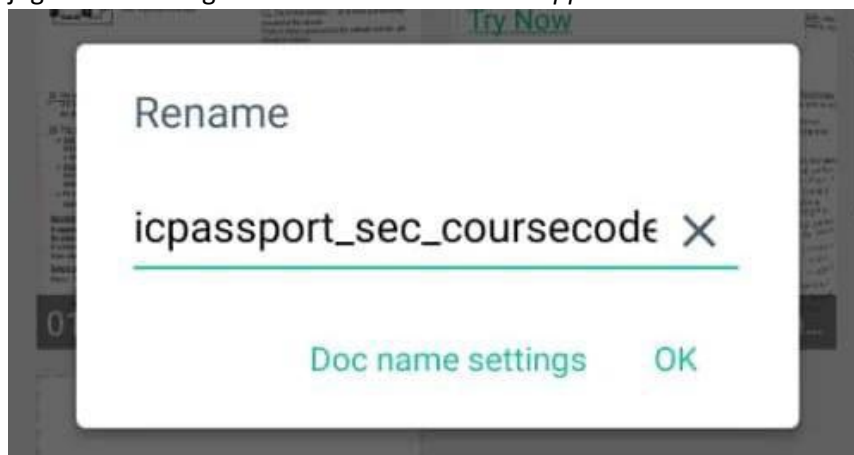
6. Buku jawapan telah ditukarkan kepada bentuk PDF. Klik pada 3 butang di bahagian kanan atas.



7. Pilih *Rename* dan klik.



8. Namakan fail seperti berikut *noic/passport_sec_coursecode*. Kemudian tekan OK. Fail PDF ini juga boleh dikongsi melalui *email* atau *Whatsapp*.



Disediakan oleh:
Pusat Pengajian Ijazah dan Asasi
Sekolah Pendidikan Profesional dan Pendidikan Berterusan
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Disahkan oleh:

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**OPEN BOOK EXAM GUIDELINE AND INSTRUCTIONS FOR
UTM FOUNDATION PROGRAMME STUDENTS
SEMESTER I SESSION 2020/2021**

These are the general guideline and instructions for UTM Foundation Programme students' Open Book Exam. Students are required to adhere to these guideline and instructions issued.

1. Open Book Exam

This exam is "open book", which means students are permitted to answer the questions by referring to other sources such as lecture notes, books, online resources or any other sources that may be useful. This exam is conducted offline.

2. Duration of Examination

The duration for this Open Book Exam is as follows:

- a) Courses with 2 credits = 3 hours
2 hours (actual time) + 1 hour (additional time)
- b) Courses with 4 credits = 4 hours
3 hours (actual time) + 1 hour (additional time)

An additional 1 hour is provided for students to submit their answer sheets during the exam for each course through any online methods (either partially or full) via BlackBoard / Email / Whatsapp or any other convenient methods.

3. Equipments needed during the examination

- a) The answer booklet must be in A4 paper size (or other papers with the consent of the respective lecturers).
- b) Desktops / Laptops / smartphones / other devices and the internet for the purpose of submitting the answer booklets to lecturers. For your information, the internet is required for the purpose of receiving question papers and submitting answer booklets / sheets only.
- c) Stationery
- d) Calculator
- e) Books, lecture notes, acts / standards and others notes related to their respective courses for reference
- f) Graph paper and other requirements as notified by the respective lecturers.

4. Answer Booklets

- a) **Name, Matric No, Identity Card Number/ Passports, Course Code, Course Name, Section and Lecturer Name** must be written in the upper left corner of the answer sheet.
- b) Each answer sheet must be written with the page number at the bottom right corner.
- c) The answer must be handwritten. Handwriting must be neat and clear (every single letter must be readable).

5. Acceptance of Question Paper

- a) Students will receive the question paper via BlackBoard / Email / Whatsapp within 30 minutes before the examination begins.
- b) If questions are not received or if any any problems occur, students should contact and inform the lecturer immediately.
- c) Students are required to ensure that the course code of the question paper received is correct and the question booklet is complete.

6. Submission of Answer Booklet

- a) Students are required to submit their answer booklets to their lecturers via any online methods (either partially or fully) through BlackBoard / Email / Whatsapp or other methods convenient to the student within the time period specified in **Item No. 2**.
- b) For submission, the answer booklets / sheets must be in a form of complete PDF (or other forms agreed by the respective lecturers) and shall be named as follows :
asnoic/passport_sec_coursecode
For example: 002209035716_12_FSPC0034
- c) Details on how to convert an answer booklet into a PDF file is as described in the **Manual: How to Install and Use a Scanner On a Smartphone** on page 3. However, students may utilize any other scanner applications other than CamScanner. A list of applications for mobile scanners for iOS and Android can be found at <https://pdf.wondershare.com/mobile-app/free-pdf-scanner-app.html>
- d) **Course Code, Section and Lecturer's Name** should be written as the subject of the email.
- e) Only one-time submission is accepted.
- f) Make sure that the file of answer booklets file is kept by the student until the results are announced.

7. Disclaimer

Open Book Exam is a task that must be taken completely alone. Showing it or discussing it with anyone else is strictly forbidden. Students who are found to be copying or plagiarising in the given assignment will be awarded zero (0) score and disciplinary action will be taken as described in Article 1.3.1 of *Buku Peraturan Akademik Asasi Edisi Pertama 2018* and *Kaedah Tatatertib Universiti*.

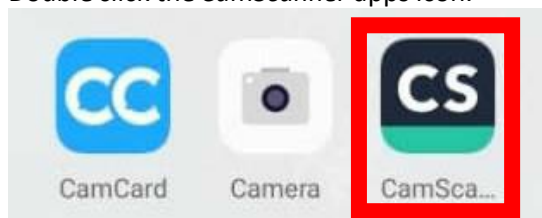
*If there are any inquiries, students may ask their respective lecturers or email to
foundation@utmpace.edu.my*

MANUAL: HOW TO INSTALL AND USE A SCANNER ON A SMARTPHONE

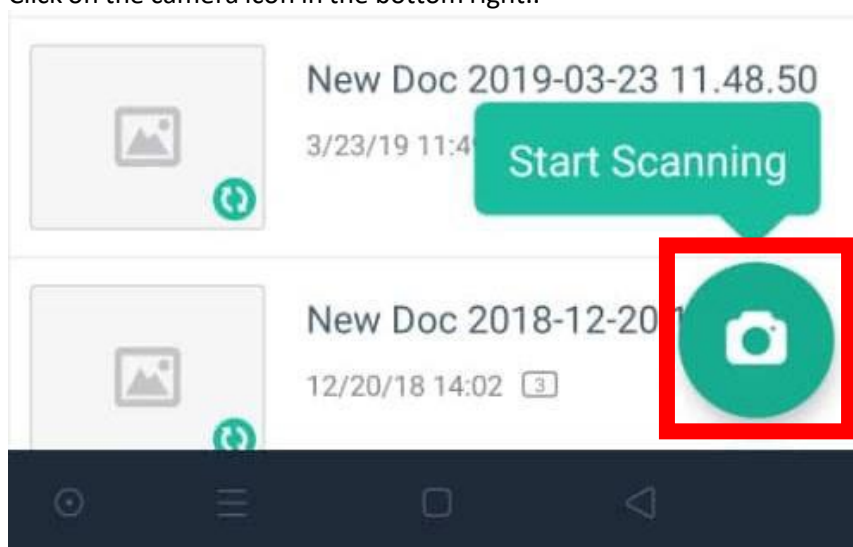
1. Search for the CamScanner application in *Playstore/Apps* store and *install*.



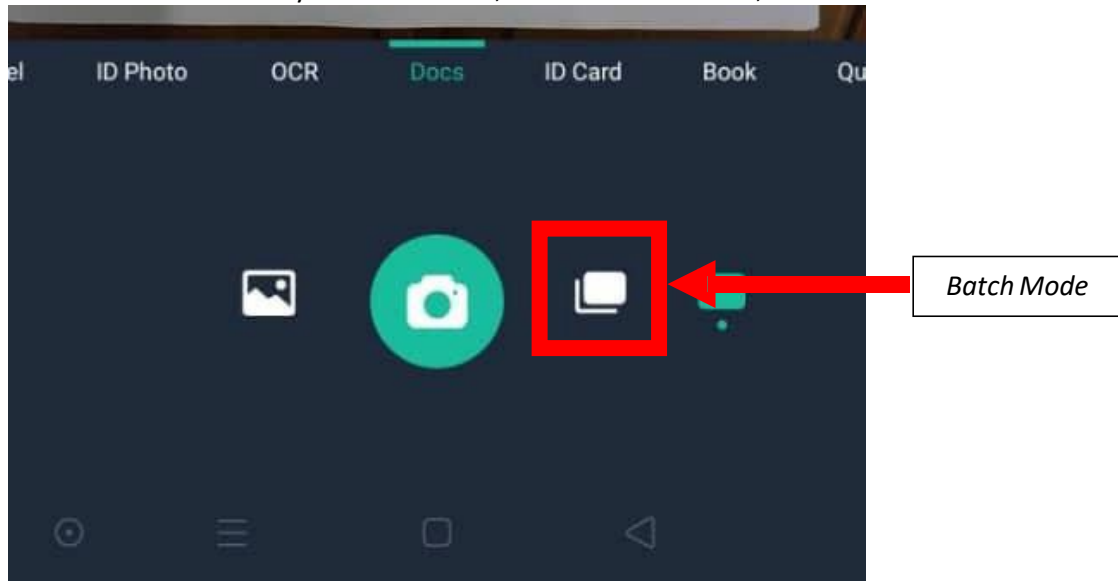
2. Double click the *CamScanner* apps icon.



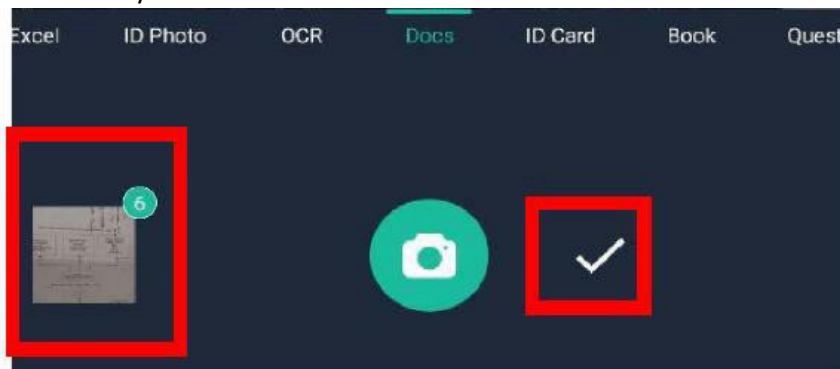
3. Click on the camera icon in the bottom right..



4. Select the answer sheet you want to scan, click the camera icon, and then click Batch Mode.



5. Click the camera icon until all the answer sheets (in order of the pages) you want to scan have appeared. The examples below are 6 pages of answer sheets that are ready to be scanned. Then click the ✓ symbol.



Note:

Make sure students scan the answer sheets clearly, easy to read, full pages, neat and clear.

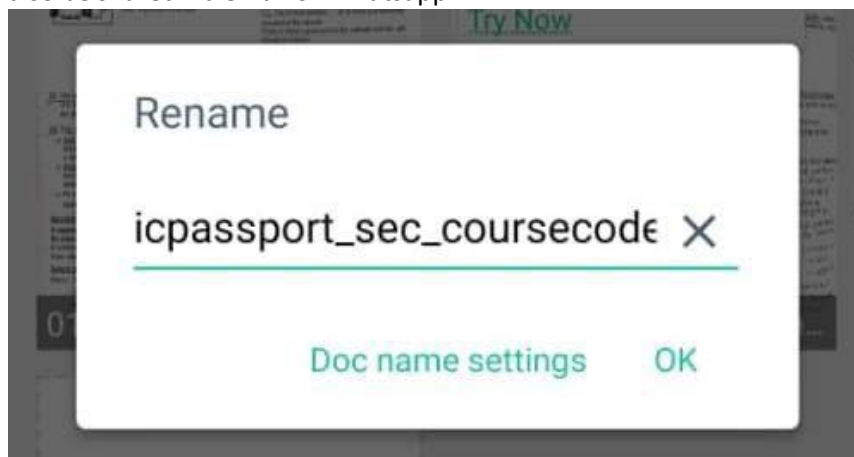
6. The answer booklet has been converted to PDF. Click on the 3 straight buttons on the top right.



7. Choose Rename and click.

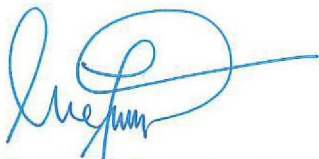


8. Name the following file with **noic / passport_sec_coursecode**. Then press OK. This PDF file can also be shared via email or Whatsapp.



Prepared by:
Centre for Degree and Foundation Studies
School of Professional and Continuing Education
Universiti Teknologi Malaysia

Approved by:


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